**Emergency DE Blanket Addendum**

**Requirements from the California Community College Chancellor’s Office**

* Include list of courses covered by addendum and courses planned to F2F (those that support essential infrastructure)
* Need a plan for obtaining local approval for all courses included in the addendum by December 30, 2020. Plan needs to include: summary of local approval process (including committees involved) schedule of number of courses approved monthly. Courses offered remotely need to meet the following requirements:
  + The outcomes for the course need to be achieved
  + Instruction needs to meet requirements for regular and effective contact
  + Accessibility requirements need to be met
* For accreditation purposes, colleges must identify all programs, degrees, or certificates that will transition to more than 50% online
* A plan for ongoing PD: anticipated training schedules and topics, anticipated number of faculty and staff trained

**Plan for Obtaining local approval for all courses**

**Step 1: Chairs Committee** – The Faculty Department Chairs are in the best position to identify which courses can be offered remotely.

* The Faculty Department Chairs will identify courses that need to be offered remotely.

**Step 2: Curriculum Committee**

* The Curriculum Committee will approve the courses to be offered as distance education in an emergency situation.
* The following statement will be added to the Course Outline of Record for each course that can be offered remotely during an emergency situation.

**In emergency circumstances that require campus closure, remote instruction may be incorporated. Course offered remotely will achieve or adapt stated learning outcomes by maintaining regular and effective contact through conferencing and LMS applications.**

**Instructional materials will be adapted to meet ADA compliance. Instructors will be supported through available campus resources including Alternative Media and Assistive Technology Specialist, DSPS Office, PD Lead, DE Lead, ERI Training Leads to help insure that instructional materials are accessible to persons with disabilities.**